

~~SECRET~~

UNITED STATES GOVERNMENT

Memorandum

TO : Acting Director of Logistics

DATE: 5 March 1963

FROM : Chief, Logistics Services Division

SUBJECT: Monthly Activity Report - February 1963

25X1A

1. This has been a month of major decisions. The DDS approved the plans for the allocation of the space in the Headquarters Building vacated by OBI/DDI. The DDS and the Executive Director approved the relocation of the Office of Training, minus the classrooms, from the Headquarters Building to Quarters Eye and R&S Buildings. The DDS, Executive Director, and the DDI approved the relocation of ONE from the 7th floor to the 2nd floor. Deputy Director Security and Deputy Director Logistics approved the firing of the incinerators. The Deputy Director of Logistics approved exploring the installation of [REDACTED] in the Headquarters Building.

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2. The Chief of the Communications Center, [REDACTED] informs us that his engineers have concluded their study on the anticipated kilowatt per hour load for the anticipated increase of communications equipment in the new building. Mr. [REDACTED] stated that these figures have been turned over to the Director of Communications for use by the Director of Logistics in determining additional standby generator capacity requirements.

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3. The announcement by the DDS at the senior staff meeting concerning the use of the auditorium has stimulated business. A major breakdown in the heating system of the auditorium has been corrected on a temporary basis. Representatives of the Real Estate and Construction Division and the [REDACTED] have been collaborating in correcting the faulty equipment.

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[REDACTED]

~~SECRET~~NO CHANGE IN CLASS. DECLASSIFIED

CLASS. CHANGED TO [REDACTED]

NEXT REVIEW DATE: [REDACTED] 20/11

AUTH: [REDACTED] 10-2

REF ID: A608A000200010090-3

REVIEWER: [REDACTED]

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5. During the month the Director of AID requested that we loan them a "green hornet" bus until a bus that they have on order from GSA is delivered. One green hornet bus was loaned for a 90 day period.

6. The cleaning of the Headquarters Building leaves a lot to be desired. A complaint was registered to the Administrator of Region No. 3. He caused an inspection to be made by representatives of his office of the Headquarters Building. It is believed that the results of this inspection will not bear much fruit. The inspectors felt that we are unusually rough tenants. They stated that they had never seen a new building in such a condition in such a short time. Regardless of steps that might be taken by the Administrator of Region No. 3 the following steps are being initiated by LSD:

a. The Building Manager has been requested to contract for a one shot cleaning of all corridors to be paid out of funds available to him.

b. Assistance has been requested from the Building Manager as to the cost of cleaning corridors on a reimbursable basis. Depending on the cost per cleaning, LSD will contract as many cleaning jobs for the balance of this Fiscal Year as it has funds remaining.

7. The Office of Communications has requested a special cleaning detail for both the Communications Center on the [redacted]

This is an unusual cleaning requirement in that the cleaners are required to have both category 3 and crypto clearances. This cleaning situation is serious in that the schedule presently followed by the Building Manager is not adequate enough to keep sensitive equipment operating. LSD's solution to this problem is to utilize the service of laborers presently assigned to the Building Services Branch who currently hold SI clearances to make up cleaning teams. These teams will work on an overtime basis. Overtime pay to be charged to Office of Communications appropriations. Cleaning equipment and supplies to be charged to LSD appropriations.

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[REDACTED]

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[REDACTED]

9. Some relief has been afforded our personnel shortage problem. Three new couriers and one laborer were added to our rolls during the month. These additions do not satisfy, however, our total requirements. Although the number of couriers we presently have are adequate, ten of those we have on board have been tapped for other assignments and are awaiting release. These releases are dependent upon replacements thus causing a burden to the Office of Personnel, to the men who are anxious to accept other assignments and to the offices who need their services. Our requirement for additional laborers is real in that we are still using seven [REDACTED] laborers on a daily contract basis. Our objective is for the elimination of [REDACTED] laborers through the recruitment of staff laborers.

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10. Efforts to locate [REDACTED] were successful. It is not yet known, however, whether or not he will return to duty or whether he will retire on a disability. His present condition is such that he is not able to work at this time. It would appear that he is not in great need of money, even though he has used all of his annual and sick leave, as he allowed two bi-weekly pay checks to accumulate before coming by to pick them up.

11. Attached are detailed reports from each of the LSD Branches.

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[REDACTED]

Distribution:

Orig. & 1 - Addressee
1 - LSD (Official)

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OL/LSD/ [REDACTED] (5 Mar 63)